

FEDERAL RECORDS CENTER – WALTHAM, MASSACHUSETTS

INSTRUCTIONS FOR REVIEWING AND OBTAINING COPIES OF U.S. BANKRUPTCY COURT RECORDS FROM THE FEDERAL RECORDS CENTER

The Federal Records Center (FRC) - - Waltham, MA stores approximately 600,000 boxes of inactive and semi-active records for federal agencies in the six New England states. The records of the U.S. Bankruptcy Courts located in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont are open to the public for review. To review and or obtain copies of a bankruptcy court case file stored at the FRC, please follow the steps below.

STEP 1 - - CASE INFORMATION

For each case obtain the following information from the Bankruptcy Court where the case was closed. Your request cannot be serviced without the correct information.

COURT LOCATION	CASE FILE NAME (S)	CASE FILE NUMBER
FRC ACCESSION NO. 021 -	AGENCY BOX NO.	FRC LOCATION NO.

STEP 2 - - SCHEDULING AN APPOINTMENT

Telephone the FRC at 617-647-8766. Tell the research room attendant that you wish to schedule an appointment to review a bankruptcy court case file and provide the following information:

- 1. The case information from Step 1**
- 2. Your full name and a telephone number where you can be reached between 8:00 am and 4:00 pm.**

If the research room attendant is on the telephone your call will be answered by an answering machine. Please leave your name and telephone number (including area code) only, and we'll call you back in a very short while.

Please do not travel to the FRC without having called in advance because the case file(s) you wish to review will not be available for you.

Appointments are available Monday thru Friday (except Federal holidays) between 7:30 am and 4:00 pm, on the hour and half-hour. Allow one workday from the time of your call for the processing of your request(s). Be sure to call 617-647-8766 before departing for the FRC to confirm that the case file has been located and is available for viewing. If the record is not at the FRC, or if any of the information provided from Step 1 is incorrect or incomplete, you will have to re-contact the appropriate bankruptcy court for correct or additional information and provide it to the FRC research room attendant. Please call if you need to reschedule your appointment since all case files are refiled

within working days, requiring you to start over from Step 2 if you do not reschedule.

STEP 3 - - ARRIVING AT THE FEDERAL RECORDS CENTER (FRC)

Upon arrival at the facility, you will be required to check in with the security guard and issued a visitors badge. You will then be escorted to the FRC research room to conduct your review. Only paper and pencil, laptop computers, or portable audio recording devices may be used for note taking. Briefcases, pocketbooks, bags, or any other storage devices are excluded and must be checked into a locker or returned to your vehicle. Eating, drinking, or smoking are not permitted in the research room. **Individuals, other than law enforcement officials on government business, are not permitted to bring firearms into the research room.** Please take these restrictions into consideration when planning your visit.

COPYING and CERTIFICATION. You must review and identify the pages you wish to have copied. The research room staff at the FRC are not trained court clerks and can only provide limited assistance in identifying pages that you need. All questions regarding file contents must be directed to the appropriate bankruptcy court. You will need to decide if you want your copies certified and must be prepared to pay for copying and/or certification prior to the copies being made.

SERVICE CHARGES:

\$0.50 per page for copies

\$5.00 per certification

Payment may be made by cash, money order, personal check (up to \$100.00), or by MASTERCARD or VISA credit cards.

NO PHOTOCOPYING WORK WILL BE PERFORMED AFTER 4:00 PM.

Please note that the FRC currently stores Bankruptcy Court records dating back to 1941. For information on access to earlier records, contact the National Archives - - New England Region at 617-647-8100.

**DIRECTIONS TO THE FEDERAL RECORDS CENTER
380 TRAPELO ROAD
WALTHAM, MA 02154**

The FRC is located approximately 15 miles west of Boston and 2.8 miles east of Interstate 95 (Route 128) in the suburb of Waltham.

From the north on I-95 take Exit 28, Trapelo Road, Belmont/Lincoln. Take a left off the exit ramp (towards Belmont) and follow straight on Trapelo Road for 2.8 miles.

From the south on I-95 take Exit 28A, Trapelo Road, Belmont. Take a right off the exit ramp and proceed as above.

The FRC is a one story building located on the right side of the road. The name **National Archives and Records Administration** appears on the building facade and there is a roadside sign with the name **Frederick C. Murphy Federal Center** adjacent to the driveway. There is only one entrance to the building. As you enter the lobby, the security guard will be on your right.

FEDERAL RECORDS CENTER - - WALTHAM, MASSACHUSETTS

REQUEST FORM FOR BANKRUPTCY CASES RETURNED BY FAX

INSTRUCTIONS FOR REQUESTING COPIES OF BANKRUPTCY CASES FROM THE FEDERAL RECORDS CENTER RETURNED BY FAX.

Please read these instructions first and then follow the steps below to obtain uncertified photocopies of a BANKRUPTCY case file (individual or business).

The Waltham Federal Records Center will service requests received by FAX, U.S. Postal Service (USPS), or Common courier for photocopies of Bankruptcy Case Files. We do not send confirmation that your FAX was received. Orders sent by FAX must be paid by credit card, MASTERCARD or VISA only. Orders sent by USPS or Common courier may be paid by credit card, money order, or person or certified check **payable to the National Archives Trust Fund** (the maximum personal check is \$100.00). **All copies of documents will be returned by FAX and cannot be certified.** Requests will be processed within 24 hours of receipt.

STEP 1 - - CASE INFORMATION

For each case obtain the following information from the Bankruptcy Court where the case was closed. Your request cannot be serviced without the correct information. Please use one request form per case.

COURT LOCATION	CASE FILE NAME (S)	CASE FILE NUMBER
FRC ACCESSION NO. 021 -	AGENCY BOX NO.	FRC LOCATION NO.

STEP 2 - - REQUEST INFORMATION

Indicate the option desired (please check only one).

OPTION A () PACKAGE - - Pre-selected documents. Individual or Business cases. \$7.50

The Waltham Federal Records Center will make copies of the following documents only:

Order of Discharge, Order of Dismissal, or Final Decree

The debtors voluntary petition

Summary of debts and property (assets)

Creditors holding unsecured non priority claims (These forms are designated as schedules A1, A2, and A3 on the old bankruptcy forms, and schedules D, E, and F on the revised bankruptcy forms)

Some Bankruptcy cases do not contain all of these documents. If you choose the PACKAGE, you

will receive copies of the documents that are filed in the case and a list of any documents that are missing. All questions concerning file contents must be directed to the appropriate Bankruptcy Court.

OPTION B () ENTIRE CASE - All documents of the case file will be copies. Individual cases only. \$30.00 (60 page limit). You will be notified by telephone if your request exceeds the 60 page limit and be given further options at that time.

Our FAX machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

OPTION C () SPECIFIC DOCUMENTS - Business or Adversary cases \$30.00 (60 page limit). You will be notified by telephone if your request exceeds the 60 page limit and be given further options at that time.

Cases that in any way involve a business, even if there is only a statement that an individual was “doing business as”, “formerly doing business as”, or was in some way connected with a business (DBA), must be requested from these sections.

Specific documents. A copy of the Docket Sheet, obtained from the court, indicating the case file name, number, and the date and title of the specific document(s) to be copied, must be included with the request form. **Circle the document(s) that are to be copied.**

OPTION D () ENTIRE CASE - Business or Adversary cases. \$30.00 (60 page limit). You will be notified by telephone if your request exceeds the 60 page limit and be given further options at that time.

Entire Case. All documents of the case file will be copied. (Docket Sheet not required). Our FAX machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

STEP 3 - - COPY RETURN INFORMATION

FAX photocopies to (your FAX # including area code):
() _____

Payment sent by FAX must be by credit card (MASTERCARD or VISA only).

Please print:

NAME	DAYTIME PHONE # (w/area code)
ACCOUNT NUMBER	EXPIRATION DATE

THE FAX COVER SHEET WILL INCLUDE DETAILED BILLING INFORMATION AND ACT AS YOUR RECEIPT.

STEP 4 - SUBMIT REQUEST

Complete these forms and FAX to: (617) 647-8112.

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THE PROCESSING OF YOUR REQUEST WILL BE DELAYED IF:

1. The information supplied in Step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case requested.
3. Your credit card is not approved.
4. A copy of the Docket Sheet for Option C is not included, or if requested items are not clearly marked.

WE WILL CALL YOU AT YOUR DAYTIME TELEPHONE NUMBER IF ANY PROBLEMS OCCUR.

IF YOU HAVE QUESTIONS ABOUT THESE INSTRUCTIONS OR WOULD LIKE MORE INFORMATION ABOUT OUR SERVICES CALL 617-647-8766.

FEDERAL RECORDS CENTER - - WALTHAM, MASSACHUSETTS

REQUEST FORM FOR BANKRUPTCY CASES RETURNED BY MAIL

INSTRUCTIONS FOR REQUESTING COPIES OF BANKRUPTCY CASES FROM THE FEDERAL RECORDS CENTER RETURNED BY MAIL

Please read these instructions first and then follow the steps below to obtain certified or uncertified photocopies of a BANKRUPTCY case file (individual or business).

The Waltham Federal Records Center will service requests received by FAX, U.S. Postal Service (USPS), or Common courier for photocopies of Bankruptcy Case Files. We do not send confirmation that your FAX was received. Orders sent by FAX must be paid by credit card, MASTERCARD or VISA only. Orders sent by USPS or Common courier may be paid by credit card, money order, or personal or certified check payable to the National Archives Trust Fund (the maximum personal check is \$100.00). Requests will be processed within 24 hours of receipt. **Please allow at least seven working days before calling to check on a request sent by and to be returned by the USPS. All copies of documents will be returned by MAIL via the USPS or UPS at the record center's expense or by Common courier at the requestors expense.**

STEP 1 - CASE INFORMATION

For each case obtain the following information from the Bankruptcy Court where the case was closed. Your request cannot be serviced without the correct information. Please use one request form per case.

COURT LOCATION	CASE FILE NAME (S)	CASE FILE NUMBER
FRC ACCESSION NO. 021 -	AGENCY BOX NO.	FRC LOCATION NO.

STEP 2 - - REQUEST INFORMATION

Indicate the option desired (please check only one).

OPTION A - PACKAGE - Pre-selected documents. Individual or Business cases.

1. () NOT CERTIFIED \$7.50
2. () CERTIFIED \$12.50

The Waltham Federal Records Center will make copies of the following documents only:

Order of Discharge, Order of Dismissal, or Final Decree

The Debtors Voluntary Petition

Summary of debts and property (assets)

Creditors holding unsecured non priority claims (These forms are designated as schedules A1, A2, and A3 on the old bankruptcy forms, and schedules D, E, and F on the revised bankruptcy forms).

Some Bankruptcy cases do not contain all of these documents. If you choose the PACKAGE, you will receive copies of the documents that are filed in the case and a list of any documents that are missing. All questions concerning file contents must be directed to the appropriate Bankruptcy Court.

OPTION B - ENTIRE CASE - All documents of the case file will be copied. Individual cases only (60 page limit). You will be notified by telephone if your request exceeds the 60 page limit and be given further options at that time.

1. () NOT CERTIFIED \$30.00
2. () CERTIFIED \$35.00

OPTION C - SPECIFIC DOCUMENTS - Business or Adversary cases (60 page limit). You will be notified by telephone if your request exceeds the 60 page limit and be given further options at that time.

1. () NOT CERTIFIED \$30.00
2. () CERTIFIED \$35.00

Cases that in any way involve a business, even if there is only a statement that an individual was “doing business as”, “formerly doing business as”, or was in some way connected with a business (DBA), must be requested from these sections.

Specific documents. A copy of the Docket Sheet, obtained from the court, indicating the case file name, number, and the date and title of the specific document (s) to be copied, must be included with the request form. **Circle the document(s) that are to be copied.**

OPTION D - ENTIRE CASE - All documents of the case file will be copied. Business or Adversary cases (60 page limit). (Docket Sheet not required). You will be notified by telephone if your request exceeds the 60 page limit and be given further options at that time.

1. () NOT CERTIFIED \$30.00
2. () CERTIFIED \$35.00

STEP 3 - - COPY RETURN INFORMATION

The following information is needed to process and return your request. (Please print).

NAME:_____

ADDRESS:_____

CITY:_____

STATE:_____ ZIP:_____

DAYTIME TELEPHONE #: ()_____

Payment:

1. Make check or money order payable to the NATIONAL ARCHIVES TRUST FUND (the maximum personal check is **\$100.00**).
2. Credit Card payment must be by **MASTERCARD** or **VISA** only.

NAME:_____

ACCOUNT NUMBER:_____

EXPIRATION DATE:_____

PLEASE DO NOT SEND CASH

STEP 4 - - SUBMIT REQUEST

Complete these forms and mail to:

FEDERAL RECORDS CENTER
RESEARCH ROOM
380 TRAPELO ROAD
WALTHAM, MA 02154

If you want your copies returned via a Common courier, you must include a prepaid envelope with your request. All copies returned via a Common courier are at the requestor's expense.

THE PROCESSING OF YOUR REQUEST WILL BE DELAYED IF:

1. The information supplied in Step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case requested.
3. Your credit card is not approved.
4. A copy of the Docket Sheet for Option C is not included, or if requested items are not clearly marked.

WE WILL CALL YOU AT YOUR DAYTIME TELEPHONE NUMBER IF ANY PROBLEMS OCCUR.

IF YOU HAVE ANY QUESTIONS ABOUT THESE INSTRUCTIONS OR WOULD LIKE MORE INFORMATION ABOUT OUR SERVICES CALL 617-647-8766.